

[Date]

[County Recorder's Office Name]

[Address]

[City, State, Zip Code]

**RE: Recording of Real Estate Deed for Trust Transfer**

To the County Recorder:

Please find enclosed the following documents for recording regarding the property located at [Property Address] (APN: [Assessor's Parcel Number]):

- Original Signed and Notarized [Type of Deed, e.g., Quitclaim or Grant Deed]
- Preliminary Change of Ownership Report (PCOR)
- [Optional: Affidavit of Death of Trustee / Certification of Trust]
- Check in the amount of \$[Amount] for recording fees

**Instructions:**

1. Record the enclosed Deed to transfer the property into the following Trust: [Full Name of Trust].
2. This transfer is exempt from Documentary Transfer Tax under [State/Local Code, e.g., Revenue and Taxation Code Section 11930] as it is a transfer into a revocable living trust for the benefit of the grantors.
3. Once recorded, please return the original document to:

[Name]

[Mailing Address]

[City, State, Zip Code]

If there are any issues or if additional fees are required, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]